

# Superior Court of California

County of San Bernardino

Employment Opportunity



## Court Human Resources Assistant

**\$3,035.07 - \$3,872.27 approximate monthly**

**Application deadline: 4:30 p.m. Monday, March 15, 2010**

**\*\*\*Supplemental Application Required\*\*\***

**Announcement # 10-012**

The eligible list resulting from this recruitment will be used to fill current and future vacancies in the Court Human Resources Department located in San Bernardino. The Court Human Resources Assistant performs a wide variety of specialized and confidential clerical support duties related to processing human resources and payroll actions and serves as the primary liaison between the Court Human Resources Department and Court Divisions for the processing of human resources transactions and maintenance of human resources records.

Typical duties of Court Human Resources Assistant include, but are not limited to the following:

- Enter payroll data; prepare human resources and payroll transaction forms for a variety of classifications and human resources actions in accordance with applicable Court regulations, policies and procedures.
- Compile data and prepare routine statistical and narrative reports relating to the departmental work force profile for employee turnover trends, staff utilization patterns, collective bargaining negotiations and other human resources related matters and processes.
- Assist with the administration of employee recognition programs.
- Assist with the preparation of recruitment correspondence, exam records and documentation.
- Coordinate pre-employment activities, to include fingerprinting and drug testing.
- Establish and maintain employee human resources files, departmental position control files and other human resources records.
- Maintain records of employees' performance evaluations and step increases; assist in maintaining the performance evaluation tracking system.
- Explain and answer questions regarding payroll, benefits, Workers' Compensation, performance appraisals and assist the employee in completing various human resources and payroll forms.
- Compose and type general correspondence and other materials; may develop new departmental human resources forms and procedures to improve efficiency and/or comply with new human resources policies and regulations.

**Requirements:** Three (3) years of clerical experience, at least one (1) year of which consisted primarily of human resources and/or payroll processing and record keeping activities and working with human resources rules and regulations. Either of the following may be substituted for one (1) year of general clerical experience: 1. completion of 18 semester or 27 quarter units from a recognized college in business education, office practices, secretarial sciences or a closely related field; or 2. completion of 360 hours of training from a recognized occupational training program in business education, secretarial sciences, or a closely related field. **Extensive experience with computer programs, such as SAP (HRIS/Payroll systems), Microsoft Word, Excel, Access and Outlook is highly desirable.**

**How to Apply:** Applicants must complete and submit a Superior Court application and supplemental application. Application materials can be obtained on the internet at [www.sb-court.org](http://www.sb-court.org), via e-mail at [personnel@sb-court.org](mailto:personnel@sb-court.org) or in person at the Court Human Resources Office. Applicants must include a copy of their degree or official college transcripts. **Applicants substituting education for experience must complete and submit the related coursework form found on our website. Faxed or electronic applications will not be accepted.**

**Examination:** The examination will consist of a competitive evaluation of qualifications based upon the application and supplemental application. The most qualified candidates will be invited to a written examination covering the following areas: spelling, filling, arithmetic and payroll, interpersonal relations and public contact. Candidates will be notified of the date of the written exam approximately two weeks prior to testing.

**Benefits:** Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development and credit union.

Employment is contingent upon passing a pre-placement drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). The provisions of this job announcement do not constitute a contract expressed or implied and any provisions contained herein may be modified or revoked without notice.

CH 02-26-10

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